

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

ADMINISTRATIVE INSTRUCTION

NO. 4

DATE: March 10, 2004

SUBJECT: Wireless Blackberry Handheld Devices - Distribution

EFFECTIVE DATE: March 10, 2004

1. Purpose

The Air District uses Blackberry handheld devices (and potentially other similar devices) to allow wireless, bi-directional e-mail. The devices offer the advantage of small size, and the advantage of bundling phone, email and calendaring functions in one package. This Instruction exists to provide guidance for Blackberry distribution.

2. Definitions: As used in this Administrative Instruction, the following terms have the following definitions:

"Blackberry" refers to the wireless Blackberry branded device, and to any similar handheld device used to provide wireless email connectivity.

3. Provisions:

A. Division Directors:

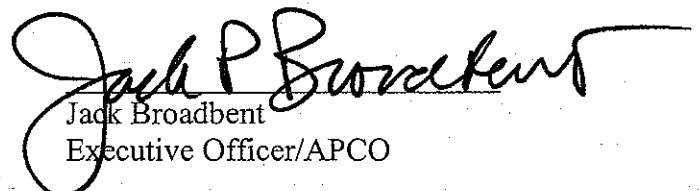
Division Directors will receive Blackberries.

B. Managers:

Managers will receive Blackberries at the discretion of, and upon approval from their Division Director.

C. Other Staff:

Staff other than Directors and Managers will receive Blackberries upon receipt of a written justification and approval by their Division Director. The justification will describe the urgency and frequency of the need for offsite handheld e-mail connectivity. Once approved the justification may take the form of an email to the Director of Information Services for implementation. The justification will come from the employee's Director. The Enforcement Division is exempt from the requirement for written justification. Blackberries will be provided to employees in the Enforcement Division upon approval from their Division Director.


Jack Broadbent
Executive Officer/APCO